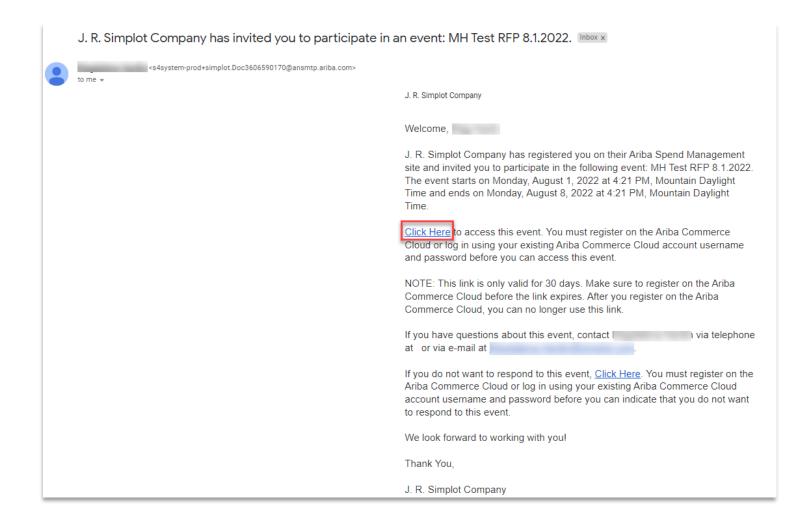


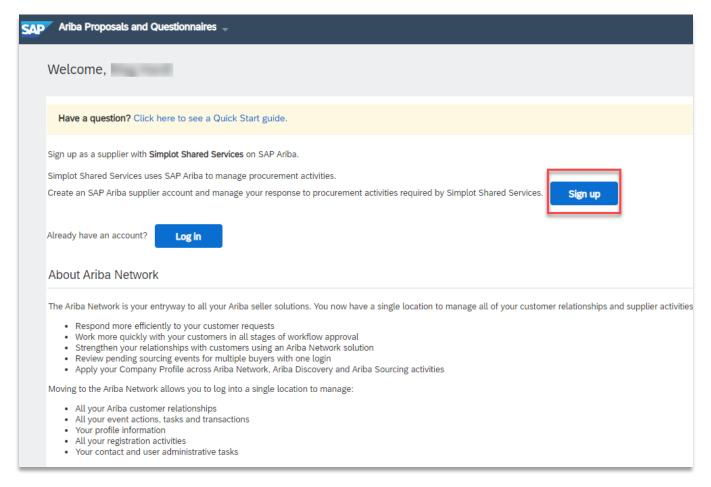
How to Sign Up and Register for an RFP

If you have not previously registered for an RFP with J.R. Simplot Company, you will receive an email notification that looks like the one below. Select **Click Here** to be taken to a Sign Up or Log In screen.

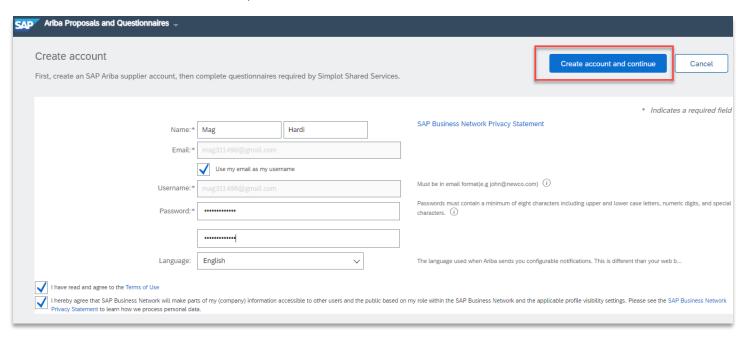




Select the Sign Up option

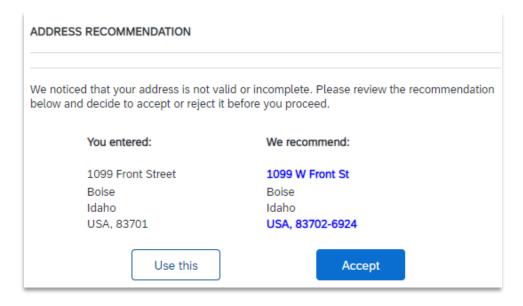


The Create Account screen will open. Enter the required information. Check the boxes for Terms of Use and Privacy and click **Create account and continue**. Note, the Username must be in email format.

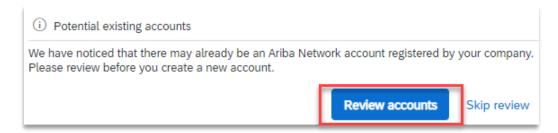




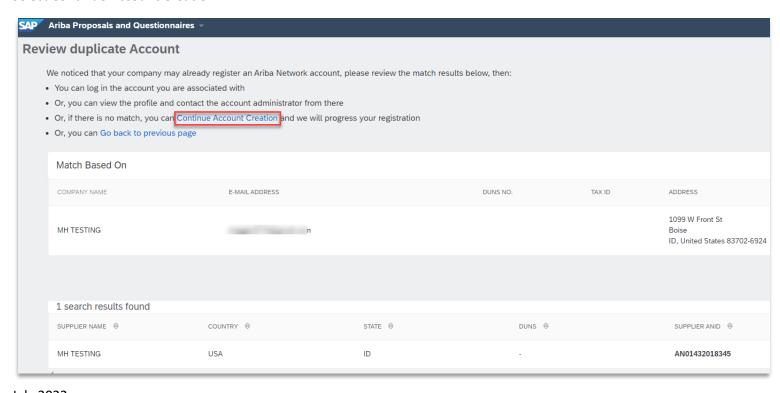
If the Address Recommendation screen pops up, pick Use this or Accept



If the Potential existing accounts screen pops up, select Review Accounts

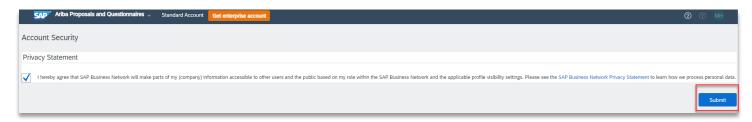


Select Continue Account Creation

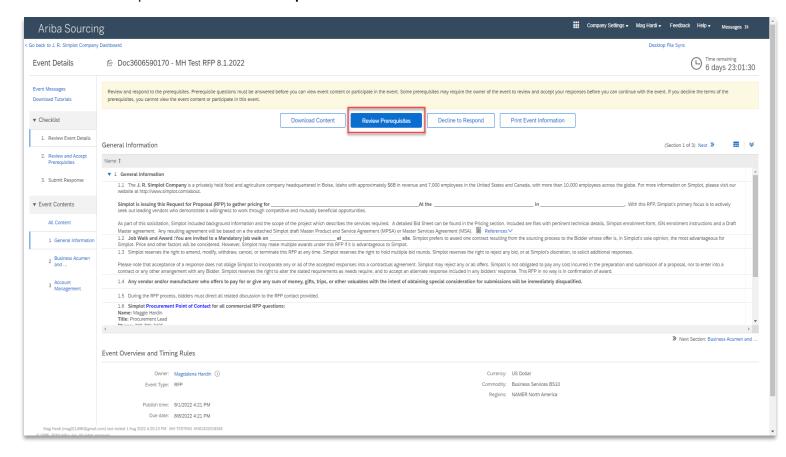




Accept the Privacy Statement and click Submit

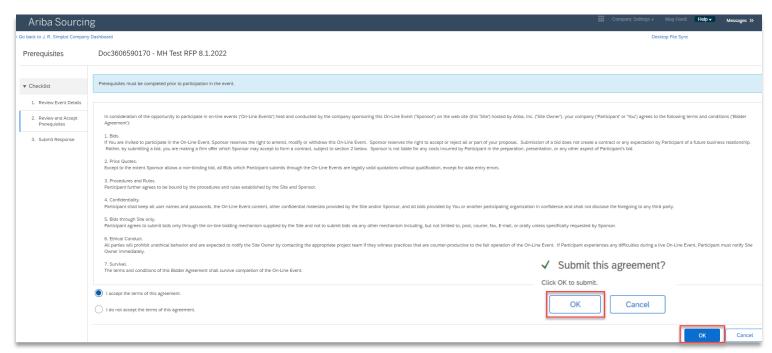


The RFP event will open. Select Review Prerequisites.





Click I accept the terms of the agreement and click OK. Submit this agreement will pop up, click OK



To return to the dashboard click on Go back to J. R. Simplot Company Dashboard



The event dashboard will open and the RFP event should be visible under Status Open

